

COMPENSATION BOARD DOCKET #21/07

January 28, 2021

Due to the declared State of Emergency and because of the unique characteristics of the COVID-19 virus making it impracticable and unsafe for the Compensation Board members and necessary staff to assemble in a single location, the Compensation Board is conducting this meeting electronically pursuant to § 4-0.01, paragraph g. of Chapter 56, 2020 Special Session I Acts of Assembly (effective November 18, 2020). The Compensation Board is meeting electronically at this time to continue operations and discharge of the agency's lawful purposes, duties and responsibilities.

307-21-07: SHERIFFS & REGIONAL JAILS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	CONSENT DOCKET	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
MASTER DEPUTY PROGRAM AUDIT	MASTER DEPUTY AUDIT COMMITTEE	<p>At its meeting on November 19, 2020, the Compensation Board acknowledged the request from the audit committee to seek additional information from two offices to confirm audit requirements were met under the Master Deputy Program. One office provided confirming information prior to the December 17, 2020 Compensation Board meeting. Staff reports the following remaining results:</p> <p>December 22, 2020 – Henrico County Sheriff's Office submitted additional documentation regarding specific requirements as requested by the Master Deputy Audit Committee. The office has met all necessary requirement and no further action is required.</p>		\$0.00	The Compensation Board noted the updated information regarding this office.

307-21-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	SHERIFFS/ SUPERINTENDENTS	January 25, 2021 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories.	\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
087	307	Henrico County	1/13/2021	Vacancy Savings	Temporary	\$32,225.86	\$30,053.24
405	307	Albemarle-Charlottesville RJ	1/12/2021	Vacancy Savings	Temporary	\$40,929.14	\$40,929.14
450	307	Rappahannock Reg. Jail	1/15/2021	Vacancy Savings	Temporary	\$397,677.86	\$397,677.86
455	307	Western Tidewater	1/14/2021	Vacancy Savings	Office	\$31,609.57	\$31,609.57
460	307	Pamunkey Regional jail	1/13/2021	Vacancy Savings	Office	\$54,089.22	\$54,089.22
465	307	Riverside Regional Jail	1/14/2021	Vacancy Savings	Office	\$403,418.86	\$403,418.86
475	307	Hampton Roads Reg. Jail	1/15/2021	Vacancy Savings	Office	\$207,212.75	\$207,212.75
485	307	Blue Ridge Regional Jail	1/15/2021	Vacancy Savings	Office	\$259,842.41	\$159,842.41
485	307	Blue Ridge Regional Jail	1/15/2021	Vacancy Savings	Temporary	\$0.00	\$100,000.00
493	307	Middle River Reg. Jail	1/15/2021	Vacancy Savings	Temporary	\$87,121.44	\$65,996.00
493	307	Middle River Reg. Jail	1/15/2021	Vacancy Savings	Office	\$0.00	\$21,125.44
495	307	Meherrin River Reg. Jail	1/15/2021	Vacancy Savings	Office	\$171,824.38	\$171,824.38
496	307	RSW Regional jail	1/14/2021	Vacancy Savings	Office	\$103,603.30	\$103,603.30
650	307	Hampton City	1/8/2021	Vacancy Savings	Office	\$424,453.01	\$424,453.01
710	307	Norfolk City	1/5/2021	Vacancy Savings	Temporary	\$128,585.37	\$127,489.15
760	307	Richmond City	1/15/2021	Vacancy Savings	Office	\$1,123,145.50	\$813,908.89
770	307	Roanoke City	1/7/2021	Vacancy Savings	Temporary	\$94,478.96	\$80,000.00
770	307	Roanoke City	1/7/2021	Vacancy Savings	Office	\$0.00	\$14,478.00
Total						\$3,560,217.63	\$3,247,711.22

307-21-07: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	SHERIFFS	<p>December 30, 2020 - Acting Officer requests additional Temporary Funding in the amount of \$42,971.00. This is equivalent to the current salary of position 00074 C14 in the amount of \$85,942 from January 1, 2021 to June 30, 2020. The election will be held on November 2, 2021.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00074 C14 is not vacant during the period in which I am the Acting Sheriff, consequently funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
HALIFAX COUNTY	SHERIFF	<p>January 25, 2021 - Officer Requests reconsideration of the position reallocation policy and the potential reduction of 1 permanent position in FY21, and notes circumstances for consideration.</p> <p>Officer's states Halifax County is one of the largest counties in the state. It is located on the Virginia/North Carolina line. This location presents unique challenges, as they deal with crimes across state and county lines, susceptible to theft and drug crimes.</p> <p>Officer states that the county is rural and has a lot of ground territory to cover which is difficult and creates long travel times to and from calls as well as safety issues. Blue Ridge Regional Jail is located in the county and the Sheriff's office serves a high volume of civil process and warrants for the magistrate's office. The Sheriff's office is also responsible for a high volume of transports and paperwork for extradition.</p> <p>Due to COVID-19, the Halifax county Sheriff's office was unable to advertise and interview for a position vacated in January, 2020 (FY20) while the office was not yet subject to the position reallocation policy. The office was able to recruit for the position in December, 2020 and did not realize the reallocation policy would be applied to the position vacated in the previous year. The office has filled the position, with the new deputy having left for the training academy on January 4, 2021. Officer states that without this funding, the county will have to reduce staffing which is already inadequate.</p>		\$0.00	The Compensation Board approved a one-time exception to the position reallocation policy for one position in FY21, based upon the unique circumstances specified by the officer.

772-21-07: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

CONSENT DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GRAYSON COUNTY	COMMONWEALTH'S ATTORNEY	January 20, 2021 - Officer requests to transfer the remaining salary amount of \$28,348.50 from vacant position 00006, ATTI at an annual salary of \$56,697, to Temporary Funds, effective January 1, 2021 through June 30, 2021 Officer does not intend to fill this position in FY21.	\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Permanent Position	Class Code	To Category	Current Salary	Amount Requested	Pro-Rated Amount Approved
077	772	Grayson County	01/20/2021	00006	ATTI	Temporary	\$56,697	\$28,348.50	\$28,348.50

BUCHANAN COUNTY	COMMONWEALTH'S ATTORNEY	January 21, 2020 - Officer requests to transfer vacancy savings in the amount of \$7,500 to Equipment to fund the following item(s): The County of Buchanan agrees to fund the difference between the total cost and the stressed cost of the equipment. Officer also understands that reimbursement for this item must be claimed in the COIN system no later than the May payroll reimbursement process.	\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget. Equipment purchases must be requested for reimbursement no later than the May, 2021 payroll and expense reimbursement request
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FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
027	Buchanan County	Copier	1	\$7,500	\$7,500	1	\$7,500	\$7,500	\$6,468

VARIOUS	COMMONWEALTH'S ATTORNEY	January 8, 2021 - Officers request to transfer accumulated Vacancy Savings to Temporary/Office Expense categories	\$0.00	Approved per the Compensation Board's FY21 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
700	772	Newport News	12/17/20	Vacancy Savings	Office Expenses	77,014.10	\$25,000.00
700	772	Newport News	12/17/20	Vacancy Savings	Temporary	0.00	39,632.97
730	772	Petersburg	1/8/21	Vacancy Savings	Temporary	36,792.85	28,294.04
Total						113,806.95	\$92,927

773-21-07: CIRCUIT COURT CLERKS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>CONSENT DOCKET</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAREER DEVELOPMENT COMMITTEE	CIRCUIT COURT CLERK	December 10, 2020 - Career Development Committee provides the Compensation Board with the documentation of accredited coursework for the Deputy Clerk's Career Development Program. The Career Development Committee has submitted a detailed outline of the Course Curriculum for 2021 for review and approval by the Board in January as required by the Deputy Clerks' Career Development Program. The committee also provided a report on the certification of Clerks and Deputy Clerks in the Association's Career Development Programs.		\$0.00	The Compensation Board approved the course curriculum and plan for coursework for completion by Deputy Circuit Court Clerks in CY21 for participation in the deputies' career development program as presented by the Career Development Committee. The Compensation Board thanks the Committee for its status report of certifications of Clerks and Deputy Clerks in the Career Development Programs
GLOUCESTER COUNTY	CIRCUIT COURT CLERK	<p>January 5, 2021 - Acting Officer requests additional Temporary Funding in the amount of \$21,357.50. This is equivalent to the current salary of position 00002 DCIV in the amount of \$42,715 from January 1, 2021 to June 30, 2021. The election will be held on November 2, 2021.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00002 DCIV is not vacant during the period in which she is the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position.</p>		\$0.00	Approved at no additional cost to the Compensation Board.
CULPEPER COUNTY	CIRCUIT COURT CLERK	<p>January 14, 2021- Acting Officer requests additional Temporary Funding in the amount of \$11,115.00 This is equivalent to the current salary of position 00002 ACD budgeted at \$44,460 from January 1, 2021 to March 30, 2021. The special election will be held on March 30, 2021.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00002 ACD is not vacant during the period in which he is the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position</p>		\$0.00	Approved at no additional cost to the Compensation Board.

771-21-07: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

CONSENT DOCKET				
<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BUENA VISTA CITY	COMMISSIONER OF THE REVENUE	<p>January 11, 2021 - Acting Officer requests additional Temporary Funding in the amount of \$10,957.98. This is equivalent to the current salary of position 00003 DI budget at \$21,916 from January 1, 2021 to June 30, 2021. The election will be held on November 2, 2021.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position 00003 DI is not vacant during The period in which she is the Acting Commissioner of the Revenue; consequently funds cannot be transferred from this position.</p>	\$0.00	Approved at no additional cost to the Compensation Board.

774-21-07: TREASURERS

NONE.

OTHER MATTERS

NEW BUSINESS:

REGULAR DOCKET					
	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #21/06.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Thursday, February 25, 2021 at 10:00 a.m. and Thursday March 25, 2021 at 10:00 a.m.	N/A	Confirmed.
3.	FY22 BUDGET PRIORITIES	COMPENSATION BOARD	Staff presents FY22 draft budget priorities.	N/A	Approved.
4.	TECHNOLOGY TRUST FUND STATUS	COMPENSATION BOARD	<p><u>Collections:</u> FY21 collections for July through December totaled \$4,936,587.98, an increase of 35.65% compared to the same period of collections in FY20.</p> <p><u>Expenditures:</u> FY21 year-to-date Clerk's expenditures through 1/25/2021 totaled \$1,993,768.74 or 28.46% of budgeted Technology Trust Funds.</p> <p><u>Projections:</u> Based on current collections, FY21 TTF total collections would be approximately \$9.87 million, an increase of 34.01% compared to FY20 collections.</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #21/07
January 28, 2021**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Tyrone Nelson. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN (vacant): I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN (vacant): I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Tyrone Nelson, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Staci Henshaw, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: January 28, 2021
Time: 10:00 a.m.
Location: Compensation Board Electronic Meeting by Conference Call
+1 617-675-4444; PIN: 297 985 159 7425#
Members: Tyrone Nelson, Chairman (present)
Craig Burns, Ex Officio member (present)
Staci Henshaw, Ex Officio member (present)

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